



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Wednesday, June 24, 2009
POSITION TITLE:	Assistant Director, Budget Management Branch (Limited Term)	FINAL FILING DATE:	Wednesday, July 8, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	06232009_1

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Office of Fiscal Services, the Assistant Director is responsible for planning, organizing and directing the transition of the California Department of Corrections and Rehabilitation (CDCR) Population Budget Change Proposal process. The establishment of and transition to new population budget policies and format is a time limited activity. The ongoing maintenance of the policies and format will ultimately be the responsibility of the Budget Management Branch (BMB).

The Population Budget Change Proposal process is used to develop the Department's expenditure estimates for a number of adult and juvenile programs. The estimate expenditures are included in the annual Governor's Budget and subsequent May Revision. The BMB utilizes population projections and operations data to prepare cost estimates for the Department's programs, including adult and juvenile institutions and programs, paroles, and community-based services. For each of the programs, the BMB prepares fiscal estimates for inclusion in the state budgeting processes, and estimates of the fiscal and/or caseload impact of actual or proposed legislation, regulations, court decisions, ballot initiatives, and policy changes. In addition, the BMB is responsible for taking data from all sources available and converting it into useable information and publishing reports that help forecast the fiscal needs of the Department. This includes monitoring and evaluating various pilot and special projects relating to issues impacting the program caseloads. The BMB is also responsible for ensuring that the Department's fiscal policies for use of state and federal funds are in compliance with state and federal law, regulations, and requirements.

Duties include, but are not limited to:

- Responsible for planning, organizing and directing the process of transitioning all of the Department's population driven programs to the new Estimate format consistent with the requirement of Chapter 171, Statutes of 2007.

- Serves as the Department's lead representative and negotiator in meetings with legislative budget consultants, the Legislative Analyst's Office, Department of Finance, and Department staff.
- Works with CDCR program staff and stakeholders to develop and approve funding methodologies that ensure appropriate levels of resources for Department programs. Consistent policies and procedures for the construction of population budgets will be developed and applied to the extent feasible.
- Develops and implements policies and controls related to population budgeting. Responsible for determining internal timelines, formats and decision making processes for new or significantly modified discretionary policies as well as considering non-discretionary policies.
- Sets BMB objectives and priorities relative to implementing the new format, and ensures policies are carried out.
- Establishes a system for effectively communicating with control agencies, legislative staff and the Legislative Analyst's Office. Educates and trains Department staff on the new population budget policies and format.
- Prepares, presents and defends population budgeting policies and formats before Department Executive Staff, control agencies, and the Legislature. May include testifying before the Legislature.
- Develops plan to transition the ongoing management of the new population budget format to the Associate Director.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director, Budget Management Branch (Limited Term)**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

FILING INSTRUCTIONS

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed below for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length or 12 point font.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments
PO Box 942883, RM 108N, Sacramento, CA 94283-0001
Karyn Bates | (916) 327-8033 | karyn.bates@cdcr.ca.gov

ADDITIONAL INFORMATION

****The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.**

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>